



Request for Proposals Neighborhood Matching Grants

\$50,000 total funds available



Pre-review deadline is January 15, 2007
Final applications are due at 5 p.m., Friday, March 9, 2007

Submit applications to:
Beth Bridges, Neighborhood Services
Planning and Development Department
99 West 10th Avenue
Eugene, Oregon 97401
or fax to 682-5572

For more information, call 682-5272 or e-mail beth.b.bridges@ci.eugene.or.us

Purpose

Eugene's City Council established Neighborhood Matching Grants to encourage people to collaboratively identify and actively participate in ways to make their neighborhood better.

What kind of grants?

The City of Eugene is offering \$50,000 in grants for projects of varying sizes. Grants are available for immediate use for neighborhood physical improvements and neighborhood-building events that benefit Eugene residents. Proposals must be for capital projects or one-time events, not on-going services. The minimum grant is \$250, the maximum is \$25,000. The value of the total project may not exceed \$50,000. Project sites are not limited to City property, as long as the project is for the general public good and the property owner agrees with the proposal and provides welcoming, obvious public access to the site for at least 5 years. Some portion of the project must be within Eugene's Urban Growth Boundary.

Who can apply?

Proposals will only be accepted from groups of people living, working, or owning property within the area affected by the grant. A neighborhood group may be an existing group whose membership is from a commonly recognized geographic area (e.g., neighborhood association, business association, or school site council) or a group of neighbors who get together specifically to work on a project. A community-based organization (public, private, or non-profit) may not apply on its own, but is encouraged to partner with a neighborhood group. Grants must be endorsed by your Neighborhood Association prior to submission for the pre-review.

What's the match?

City funds must be matched by at least the same amount of cash donations, donated materials and supplies, or volunteer labor. No more than half of the match may come from contributions outside the immediate neighborhood or other government agencies. The applicant's match may not include resources from other City departments. Documentation of the match must be submitted with the application. The match begins when the grant is awarded. Credit will not be given retroactively. Of the City portion, up to \$1,000 per grant may be requested up front to cover project start-up costs.

Is help available?

We're here to help! Contact Beth Bridges for information or assistance. She can be reached at 682-5272 or via e-mail (beth.b.bridges@ci.eugene.or.us).

A pre-review is required. Submit to the Neighborhood Services office by January 15, 2007: your project concept, draft budget, approximate time line, the endorsement of your neighborhood association, and a description of how you will get neighborhood involvement and provide the match. The more specific information you submit, the better feedback staff can give you. Neighborhood Services will ensure that the appropriate City staff review your proposal for compatibility with existing plans (e.g., master parks plans, neighborhood refinement plans). Staff will also flag any concerns with materials, costs, liabilities, and feasibility of the project plan.

What's the time line?

This time line is for the Request-for-Proposal for Fiscal Year 07 (FY07). The next RFP will be released in fall 2007. The Neighborhood Matching Grants program was funded for three years (FY07-FY09).

September 15, 2006	Applications available.
January 15, 2007	Pre-review deadline: submit concepts to Neighborhood Services office.
March 9, 2007	<u>Application Deadline</u>: submit proposals to Neighborhood Services office.
May 15, 2007	Applicants notified about which projects were selected.
By May 2008	Projects completed.

How will projects be selected?

The proposals will be rated between 1 and 100 points based on the following criteria categories. The criteria listed below outline the basic components the committee will evaluate. More detail is contained in the application form. **Standard application responses are 4 pages in length, plus attachments. For small projects (under \$1000 total project cost) a shorter 2-page response is requested.** Both application forms are attached to this RFP. Please be concise.

1. **Tangible neighborhood benefit.** The project results in an observable physical improvement to the neighborhood or a measurable change in sense of local community or neighborhood identity. The applicant has described the project's continuing benefit. For physical improvements, ongoing maintenance must be addressed. For events, the longer term benefits beyond the episode must be described. The proposed project should be compatible with existing plans. (40 points)
2. **Community involvement.** The project builds community in the neighborhood. The project has the support of a majority of the affected neighbors. The proposal demonstrates involvement of the neighbors and collaboration between the neighbors, your neighborhood association, and other civic groups, not-for-profits, government agencies, etc. (35 points)
3. **Project readiness.** The project is clearly defined and well-planned. The project budget is based on reasonable, defensible costs and specifications. A fiscal agent has been selected in accordance to the project's complexity. The project can be finished within one year after the grant is awarded. (15 points)
4. **Neighborhood match.** The matching portion of the grant is well-documented and credible. (10 points)
Extra Credit: Up to 10 points may be awarded for grant applications in which more than 50% of the project costs are covered by the match. In this case, one point will be added for each 5% additional match raised by the applicant.

Members of a citizen committee will rate how well each project submitted meets the criteria. Ratings will be averaged across the committee. Projects will be selected primarily by rank order. However, the committee reserves the right to adjust the list to more evenly distribute projects throughout the community over time. The committee may also set a threshold under which projects will not be funded. No more than 50% of the grant funds will be used for community-building events.

The City Council will review the entire project list prior to final authorization.

How does my Group Apply?

Application forms are available at the Permit and Information Center, the main Library and library branches, and your local community center. The form is also available through the City's web site (www.eugene-or.gov >> Residents >> Upcoming City Features). Or you can request an application be mailed to you by contacting Beth Bridges, Planning and Development Department — Neighborhood Services, at 682-5272 or via e-mail (beth.b.bridges@ci.eugene.or.us).